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NEW HAMPSHIRE DEPARTMENT OF
Environmental Services

Report Form for Water Conservation Plans Small Community Water Systems November 2010

PROJECT NAME Olde Towne Mobile Home Park

TOWN/CITY Allenstown **DATE** October 27, 2010

EPA ID # DWSRF #0043020

PURPOSE This form provides the information needed for small community water systems to meet the reporting requirements of Env-Wq 2010, *Water Conservation Rules*. Once completed, this form can fulfill the requirements of Env-Ws 2102.10. You don't have to use this form. However, based on experience, the DES has found that use of a form speeds the application process. If you prefer to produce an original report, remember to provide **all the information** required under the rules. Helpful information and reminders are provided throughout the form and are printed in (parenthesis). Copies of this form, the rules, a summary of the rules, educational materials for public distribution, and other useful publications may be found at http://des.nh.gov/organization/divisions/water/dwgb/water_conservation/index.htm

INSTRUCTIONS

A. Obtain copies of the following materials from either the DES's Public Information Center (603) 271-2975 or from http://www.des.nh.gov/h2o_conservation.htm.

- Administrative Rule, Env-Ws 2101, *Water Conservation Rules.*
- Fact sheet, *Summary of the Water Conservation Rule.*
- Any pertinent water efficiency fact sheet.
- Extra copies of this form.

B. Review the water conservation rules and guidance materials obtained above. You should use these materials to prepare your water conservation plan. It is suggested that you submit a draft plan for review prior to meeting your public notification requirements in case substantive changes to the plan are necessary. Resubmittal of the report to the public entities can be avoided if initial review is performed by the DES.

C. Complete the form by answering all questions and providing the appropriate attachments. Answer the questions from top to bottom, unless instructed to skip to another section. Helpful information and reminders are provided throughout the form and are printed in (parenthesis).

D. Before submitting, review the form to ensure all questions are answered and all attachments are included. When complete submit to:

Water Use & Conservation Program
Drinking Water and Groundwater Bureau
PO Box 95
Concord, NH 03302-0095

For help with this form or other water conservation planning concerns call Derek Bennett at (603) 271-6685 or Diana Morgan at (603) 271-2947.

Information contained in this form is current as of November 2009. Statutory or regulatory changes that may occur after November 2009 may cause part or all of the information to be invalid. If there are any questions concerning the status of the information please contact DES at (603) 271-6685.

Section 1.0 GENERAL INFORMATION

Well Siting

Has a Preliminary Well Siting report been submitted to the DES? (If your answer is **NO**, please contact the DES at (603) 271-2947 before you proceed further)

YES_X_ NO___

1.1 Project Contacts / System Ownership

1.1a Project Contact - (Person completing this form?)

Name___Christopher Albert_____
Address__85 Portsmouth Ave, PO Box, 219, Stratham, NH 03885_____
Company_Jones & Beach Engineers, Inc._____
Phone Number__(603) 772-4746_____

1.1b Project Owner -(Who is responsible for compliance with the water conservation plan, as approved by the DES?)

Name___Mr. Dennis Fowler, President_____
Address_1 Woodlawn Drive, Allenstown, NH 03275_____
Company __Olde Towne Homeowners Cooperative_____
Phone Number __(603) 485- 5437_____

1.1c Person responsible for completing the activities outlined in this plan (Please note that the person completing water conservation plan activities must be a certified water system operator or water system personnel supervised by the certified operator.)

Name __Henry DeBoer_____
Address ___337 Calef Highway, Epping, NH 03042_____
Company __Epping Well and Pump Company_____
Phone Number __(603) 679-5299_____

1.1d Will ownership of the water system be transferred at a future date from the person listed in 1.1b to a homeowner's association or other entity?
YES___ NO_X__

If **YES**, indicate below the contact information for the new owner of the water system.

Name _____
Address _____
Company _____
Phone Number _____

1.2 Type of Water System

1.2a Is this a new source for a new or existing community water system owned by a landlord who supplies water to tenants and includes water service in rental fee?
YES ____ NO _X__ (If **YES**, you must complete **Sections 2.2, 3.0, 5.0** and **6.0**)

1.2b Is this a new source for an **existing** community water system that does not meet the definition in 1.2a?
YES_X_ NO__ (If **YES**, you must complete **Sections 2.2, and 3.0 through 6.0**)

1.2c Is this a new source for a **new** community water system that **does not** meet the description in 1.2a above?
YES___ NO_X__ (If **YES**, you must complete **Sections 2.1, and 3.0 through 6.0**)

Section 2.0 METERS, UNACCOUNTED FOR WATER, AUDITS, AND LEAK DETECTION

2.1 New Small Community Water Systems

2.1a Meter Selection and Installation

Meters must be installed on all sources of water and at each service connection on new small community water systems that do not meet the definition of 2.1a above. Describe below the size of both the source and service connection meters to be utilized by the water system. (In selecting and installing water meters, the water system must comply with procedures and protocols described in "Manual of Water Supply Practices, Water Meters", document AWWA M6, available from the American Water Works Association. www.awwa.org/bookstore)

2.1b Meter Reading Frequency

Describe below the frequency in which each type of meter will be read. (Source meters must be read at least every 30 days and service meters must be read at least every 90 days.)

2.1c Meter Maintenance / Calibration

Describe the water systems meter maintenance plan and calibration schedule. (In maintaining water meters, the water system must comply with procedures and protocols described in "Manual of Water Supply Practices, Water Meters", document AWWA M6, available from the American Water Works Association. www.awwa.org/bookstore)

2.1d Estimating Unaccounted-for Water

Describe how often the water system will estimate unaccounted for water. Unaccounted-for water means water for which a specific use cannot be determined

due to accounting procedure errors, data processing errors, meter inaccuracies, authorized water use that does not pass through meters, leaks, seepage, overflow, evaporation, theft, unauthorized water use, or malfunctioning distribution controls. (Estimates of unaccounted-for water must be performed at least once a year. If unaccounted-for water exceeds 15 percent, the system shall develop a response plan in accordance with Env-Wq 2101.05 (j) and (k), and submit it to the DES within 60 days. The water system must implement the response plan upon receiving approval from DES.)

2.1e Water Audit and Leak Detection Program

Describe below who will be responsible for conducting a leak detection survey, the frequency of the surveys and a description of how those surveys will be conducted. (Surveys for existing systems that are opting out of metering service connections shall be performed at least every two years. Leaks identified by the survey must be repaired within 60 days of discovery unless a waiver is obtained from the DES. The requirements of this section of the rule must follow the standards set forth in AWWA M36, *Manual of Water Supply Practices, Water Audits and Leak Detection*, available from the American Water Works Association. www.awwa.org/bookstore). (All new small community water systems must meet this requirement.)

2.2 Existing Small Community Water Systems, New or Existing Water Systems Owned by a Landlord Who Supplies Water only to Tenants and Includes Water Service in a Rental Fee

(If this is an existing small community water system, **or** a new system that meets the definition in Section 2.1 (a), the water system has the choice to either:

1. Install meters on all service connections within three years of approval of the plan and estimate unaccounted-for water [see section 2.2b – 2.2e], or
2. Conduct a comprehensive leak detection survey every two years [See section 2.2f].

Yes

2.2a Is your system choosing to install meters on your system to track unaccounted-for water?

YES___
NO _X_

If **YES,** your system must estimate unaccounted-for water annually, complete sections **2.2b, 2.2c 2.2d and 2.2e.** If you answered **NO,** your system must perform a leak detection survey every two years, go to section **2.2f.**

2.2b Meter Selection and Installation

Meters must be installed on all sources of water and at each service connection. Describe below the size of both the source and service connection meters to be utilized by the water system. (In selecting and installing water meters, the water

system must comply with procedures and protocols described in "Manual of Water Supply Practices, Water Meters", document AWWA M6, available from the American Water Works Association. www.awwa.org/bookstore)

The existing well, BRW1, the water meter is a 1" Neptune T-10 meter.

The new well, BRW2, the water meter is a 1" Neptune T-10 meter.

The distribution system water meter is a 2" Badger Magneto Flow meter with grounding rings.

The meters were installed according to manufactures instructions and according to the AWWA M6 manual. The installation was done by a licensed well installer.

2.2c Meter Reading Frequency

Describe below the frequency in which each type of meter will be read. (Source meters must be read at least every 30 days and service meters must be read at least every 90 days.)

The well house in inspected daily and the meter data is recorded during the routine inspection.

2.2d Meter Maintenance / Calibration

Describe the water systems meter maintenance plan and calibration schedule. (In maintaining water meters, the water system must comply with procedures and protocols described in "Manual of Water Supply Practices, Water Meters", document AWWA M6, available from the American Water Works Association. www.awwa.org/bookstore)

The water meters were installed in July 2010. An annual calibration schedule will be done started in July 2011. A and D Instruments will be retained to calibrate the meters.

2.2e Estimating Unaccounted-for Water

Describe how often the water system will estimate unaccounted for water. Unaccounted-for water means water for which a specific use cannot be determined due to accounting procedure errors, data processing errors, meter inaccuracies, authorized water use that does not pass through meters, leaks, seepage, overflow, evaporation, theft, unauthorized water use, or malfunctioning distribution controls. (Estimates of unaccounted-for water must be performed at least once a year. If unaccounted-for water exceeds 15 percent, the system shall develop a response plan in accordance with Env-Wq 2101.05 (j) and (k), and submit it to the DES within 60 days. The water system must implement the response plan upon receiving approval from DES.)

The PLC panel records flow data leaving the well house over a 24 hour time period at one minute intervals. Major water loses can be observed when reviewing the data. At the present time the system has no unaccounted water loses. The VFD drives and booster pumps will shut down momentarily during the day demonstrating that the system is tight with no leaks.

2.2f Leak Detection Program

Describe below who will be responsible for conducting a leak detection survey, the frequency of the surveys and a brief text description of how those surveys will be conducted. (Surveys for existing systems that are opting out of metering service connections shall be performed at least every two years. Leaks identified by the survey must be repaired within at least 60 days unless a waiver is obtained from the DES. The requirements of this section of the rule must follow the standards set forth in AWWA M36, *Manual of Water Supply Practices, Water Audits and Leak Detection*, available from the American Water Works Association. www.awwa.org/bookstore)

The Leak Detection Surveys will be conducted by members of the Olde Towne Homeowners Co-op. The Co-op has two certified small water system operators on its Board, and the Co-op belongs to the Granit State Rural Water Association (GSRWA). With that membership we have access to various leak detection equipment and assistance from the association water technicians. In addition to the periodic leak surveys, the park monitors water usage daily, and when an unexpected increase of water usage is detected, we start searching for possible leaks and enlisting the assistance of all of the residents to search for potential leaks in the system.

The current water distribution system is comprised by a combination of 3" PVC & 2" black plastic pipe as mains and 3/4" black plastic and some galvanized steel service lines, most of which are at least 40 years old. We have been recording the location of leaks we have repaired over the three years we have owned the park, but the exact location of most of the system is unknown. We estimate there is approximately 5300 feet of main line. The length of the services is unknown.

Section 3.0 PRESSURE REDUCTION

(Pressure reduction shall be implemented upon obtaining approval of a new source of water when it is technically feasible, consistent with industry standards, and consistent with public health and safety considerations. Existing small community water systems have one year after approval of the conservation plan to implement this requirement, if feasible. All pressure reduction measures must meet the requirements of Env-Ws 372, Design Standards for Small Community Public Water Systems.)

Is pressure reduction technically feasible for this system? If **YES**, explain below how it will be accomplished for the system. If **NO**, explain why below.

YES_X_ NO___

The booster pumps are driven by VFD and PLC controls to stay at a constant 40-45 PSI.

Section 4.0 CONSERVATION RATE STRUCTURE

(All new small community water systems must adopt a rate structure as described in Env-Wq 2101.04.)

> Describe below the conservation rate structure the water system proposes adopting, **or** if not practical or feasible for the system, describe below how the water system will manage water service fees to meet the intent of the rule and promote water conservation. (You will need to fill out a waiver application form found at the end of this document.)

Not applicable.

Section 5.0 PUBLIC NOTIFICATION

(Within seven days of submitting the final water conservation plan for review by the DES a small community water system must provide a copy of this report via certified mail to the governing board of the municipality in which a proposed source is located, to all wholesale customers [if any], and to the regional planning commission for the location of the proposed source. The water system shall supply the governing boards with a copy of a summary of the requirements of Env-Wq 2101. This document can be found at http://des.nh.gov/organization/divisions/water/dwgb/water_conservation/documents/summary_of_rule.pdf. You must also note in your correspondence to the above-mentioned governing boards that a copy of the Well Siting Application is available for their review at the DES and provide them with DES contact information. The water system shall request that the governing boards amend any site plan submitted to them for review so that it reflects the requirements of Env-Ws 390 and promotes water conservation landscaping principals.)

List the names and addresses of the governing boards receiving public notification. Attach a copy of the cover letter sent to the governing boards and a copy of the certified mail receipts when available. List the educational/outreach materials that the system is providing to the municipalities for review.

For public outreach, The Co-op is willing to provide educational material every two years if necessary, and the materials will be hand delivered to all residents within the well head protection area.

Section 6.0 EDUCATIONAL OUTREACH INITIATIVE

(Such an initiative may be achieved in many ways, but must be implemented immediately upon approval of the conservation plan and should include the pertinent water efficiency fact sheets that can be found at the website listed at the beginning of this report. These educational mailings

can be included with wellhead protection program educational mailings as required by Env-Ws 378.18 or with the water system service bills. Other acceptable outreach initiatives include water system or homeowner's association newsletters, posting of water conservation fact sheets in public areas used by water system customers, or any other initiative that meets the intent of the rules.)

Provide a brief description of your educational outreach initiative. Include implementation procedures, the person responsible for the initiative, the content of educational mailings proposed (if any), and the wording of any newsletter insertions or public postings. (There is no need to provide copies of educational outreach materials that you are acquiring from DES. Only provide copies of educational outreach materials generated by the water system.)

Before submitting, thoroughly check this form to be sure all applicable questions are answered, all information is provided, and all necessary attachments are included. Incomplete submittals will significantly slow the approval process.

If strict compliance with any of the requirements of Env-Ws 2101 is not feasible, the small community water system may apply for a waiver to a specific portion of the rule. A waiver application form is provided at the end of this document for your convenience.

Preparer's Signature 

Date October 27, 2010

As a reminder, have you included the following?

- Educational outreach initiative documentation and materials created by the water system.

Not included at this time

- Public notification documentation (certified mail receipts).

Attached certified mail receipts

- Public notification cover letters and pertinent documents.

Attached letters

- Other pertinent or supportive materials.

None at this time